

Software Technology Parks of India-Kolkata

Procedure for Shifting of Capital Goods

STP /EHTP units can shift duty free capital goods to other EOU / EHTP / STP / BTP units as per para 6.13 of FTP. The shifting of Capital goods may be on Temporary or Permanent basis. Unit willing to shift the capital goods has to file intimation letter along with supporting documents to STPI.

List of documents to be submitted to STPI:

1. Intimation letter
2. Shifting Invoice & details of CG as per prescribed format

Approval Process:

The documents submitted will be verified and the acknowledgment will be provided to the unit. The intimation will be taken on records. (In case of permanent shifting, the CG balance will be updated accordingly).

Formats:-

1. [Shifting Invoice](#)
2. [CG Details : Imported](#)
3. [CG Details : Indigenous](#)

For any clarifications:

1. Mail us to kolexim.desk@stpi.in
2. Contact at +91-033-23673598/99, 033-23673798/99